

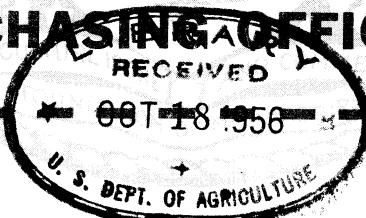
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Selling

to U.S.D.A.

- HOW U. S. D. A. BUYS
- U.S.D.A. PROGRAMS AND
WHAT IS BOUGHT
- DIRECTORY OF
PURCHASING OFFICES



U. S. DEPARTMENT OF AGRICULTURE

Washington 25, D.C.

1956

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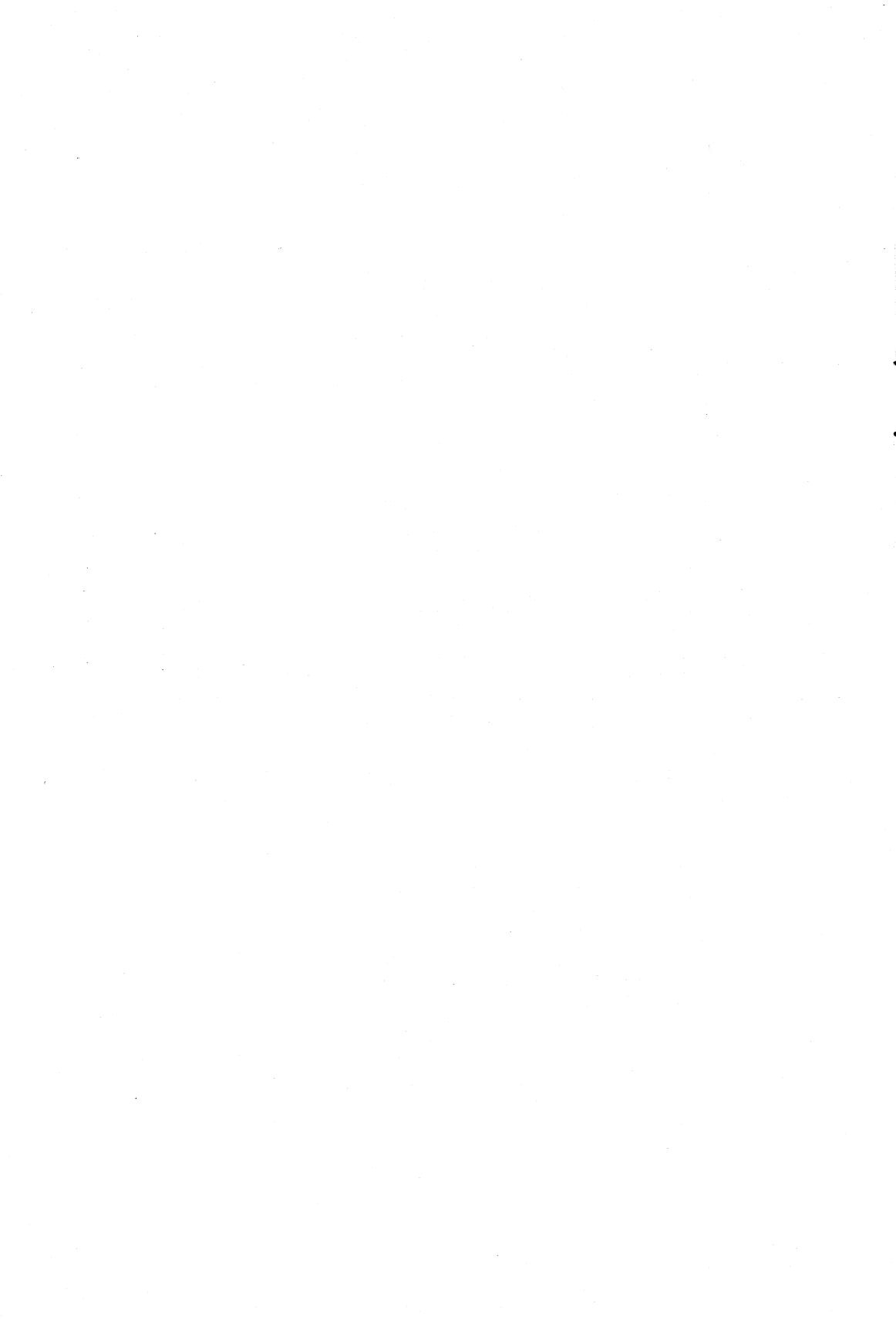


BOOK NUMBER

A280
P69

SELLING TO

UNITED STATES DEPARTMENT OF AGRICULTURE



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APPENDIX I

Directory of Purchasing Offices

Foreword

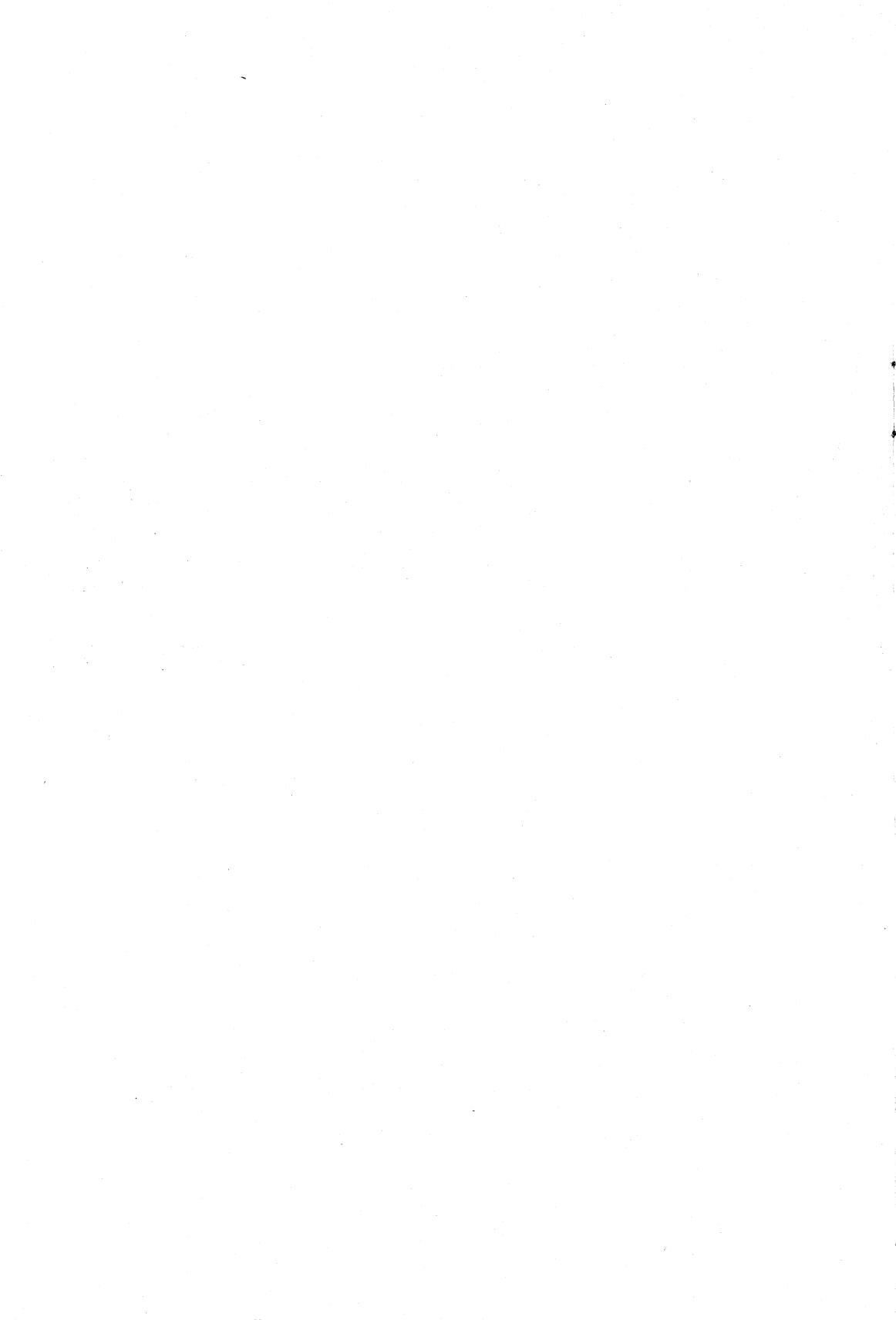
"SELLING TO USDA" has been prepared to provide helpful information to those who want to do business with the Department of Agriculture. The diversity and wide distribution of Agriculture programs presents a problem to the businessman in determining whom to see to develop a market for his products. To meet this problem, this pamphlet indicates who does the buying, the types of items bought for our various programs, where the buying is done, and other general information. There is no need to employ counselors, advisors or agents to sell to USDA - - such persons cannot obtain business from USDA that the reader cannot obtain for himself.

Introduction

The Department of Agriculture was created by Congress in 1862 and is directed by law to acquire and diffuse useful information on agricultural subjects in the most general and comprehensive sense. The Department performs functions relating to research, education, conservation, marketing, regulatory work, agricultural adjustment, and surplus disposal.

In order to adequately serve these programs, the purchasing operations of the Department have largely been decentralized. Part I of Selling to USDA describes the purchasing procedures and policies generally applicable to all of the buying done by agencies of the Department. Appendix I tells where the purchasing offices are located. In the belief that the businessman must have a general understanding of Agriculture programs in order to develop the full potential for sale of his products to the Department, Part II includes a brief description of the program of each agency and a description of the types of items or services purchased for their program. The businessman is urged to contact the purchasing offices listed in Appendix I to learn of the items being purchased, and the kind of program operations being conducted, not only for the purpose of receiving bid invitations but to assist the Department in suggesting to the buyer supplies or services that will improve the efficiency and economy of Department operations and to establish cooperative buyer-seller relationships.

The Procurement and Property Management Division, Office of Plant and Operations, provides over-all administration of the purchasing activities of the Department. Information concerning any of the purchasing activities of the Department may be obtained by contacting individuals of that Division listed in Appendix I.



PART I

GENERAL INFORMATION

WHERE PROCUREMENT TAKES PLACE

The Department of Agriculture purchases its requirements of supplies, materials and equipment on a decentralized basis primarily through the major purchasing offices listed in the Appendix hereto. Purchases are also made at many small local offices which are not listed in the Appendix; however, such purchases are generally limited to housekeeping or off-the-shelf items of small dollar value available locally.

PURCHASING PROCEDURES

Requirements for common use office supplies, office furniture and furnishings, office machines, and other supply items available from General Services Administration Stores or through Federal Supply Schedule Contracts are usually obtained from these sources as appropriate, otherwise purchases may be made either by sending out written invitations for bids or, under certain conditions, by informal requests for quotations. Where bid invitations are sent out, a date and hour for bid opening is set in advance, and bids are publicly opened and recorded at that time. Award is made to the responsible bidder whose bid, conforming to the Invitation for Bids, is most advantageous to the Government, price and other factors considered.

When formal advertising is not required, purchases may be effected by means of informal requests. The urgency of the requirement or the small dollar cost of the items, usually under \$500, may lead the purchasing officer to select this method. The use of the informal method does not by any means preclude competition. It is the policy under the informal purchase method to obtain competition, consistent with the size of the purchase, by informally soliciting quotations from qualified sources. A purchase order is issued to the firm selected considering price, delivery, quality of product, and any other pertinent factors.

HOW TO OBTAIN INFORMATION REGARDING PROPOSED PURCHASES

Each purchasing office maintains bidders' lists on items which it regularly buys. To have your company placed on the bidders' lists, make a written request to the appropriate office described in Part II that you consider would be interested in the type of article and/or service which your company has to offer. Purchasing offices maintain copies of outstanding invitations for bids for ready reference. Also, the Department of Commerce publishes daily a "Synopsis of U. S. Government Proposed Procurement, Sales and Contract Awards" to further inform prospective bidders of Government requirements. (Failure to respond to Invitations for Bids mailed to you may result in your removal from the bidders' list unless you notify the purchasing officer of your continued interest.)

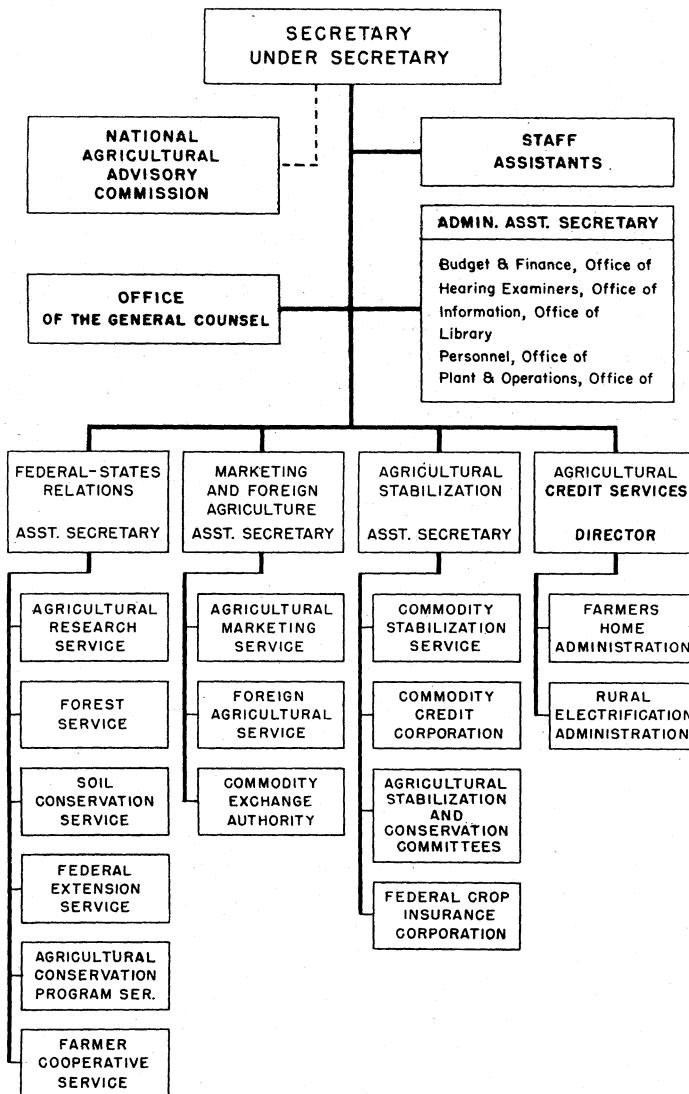
In small purchases under \$500, informal requests may be made by telephone or mailed to firms normally selected from the bidders' list mentioned above or to firms known by the purchasing office to be interested.

Business firms are invited to have their representatives visit the various agency purchasing offices of the Department to discuss the use of the articles and/or services they have to offer the programs of the agencies.

THE SMALL BUSINESS PROGRAM

Policies have been developed in the Department of Agriculture to insure that small business firms are given every opportunity to participate in purchases for which they can qualify. The Department has entered into an agreement with the Small Business Administration whereby purchases, wholly or in part, may be set aside for small business competition only where consistent with the program needs of the Department and the intent of section 214 of the Small Business Act of 1953, as amended. This agreement provides that the Small Business Administration shall be given the opportunity to screen all procurement requests with an estimated value of \$1,000 or over at the major purchasing offices where purchase is contemplated from commercial sources.

U. S. DEPARTMENT OF AGRICULTURE



PART II

SERVICE PROGRAMS AND PURCHASING ACTIVITIES

AGRICULTURAL CONSERVATION PROGRAM SERVICE

This Service operates a program designed to encourage conservation by sharing with farmers and ranchers a part of the cost of applying approved measures considered as needed in the public interest and which farmers generally could not perform adequately with their own resources. The program is administered locally by elected Agricultural Stabilization and Conservation county and community farmer-committeemen with the assistance, in technical matters, of the Soil Conservation Service, Forest Service, Extension Service and other agencies operating in the county.

The supply requirements of this program are primarily for office administration such as office furniture and supplies; office machines such as adding, calculators, typewriters, etc.; and maintenance and repair service.

AGRICULTURAL MARKETING SERVICE

All of the many and diverse marketing and distribution activities of the Department are centralized in the Agricultural Marketing Service and extend to all segments of the Agricultural economy. They include: (1) research in the marketing and transportation of farm products in its broadest aspects, including the organization and operation of marketing systems; expanding market outlets for agricultural products; marketing costs and efficiency; transportation methods, facilities, equipment, practices, and operations, merchandising, packaging, wholesaling, and retailing practices; and principles of financing, construction, location and operation of market facilities for handling and storage of farm products; (2) statistical and economic research relative to general economic conditions affecting agriculture; farm prices and income; demand for farm products; and methods for developing index numbers on prices, including parity prices; (3) a nationwide system for crop and livestock estimating and for market news reporting; (4) administration of marketing agreements and orders with producers and handlers as a means of effecting greater efficiencies and providing more orderly marketing and uniform supplies of agricul-

tural products; (5) the distribution of surplus and abundant foods as a result of price support and surplus removal programs to authorized users, such as to the States for welfare and school lunch programs, and to independent welfare agencies for relief; also distribution through normal trade channels, encouragement of increased consumption, diversion to new uses, and creation of new market outlets; (6) inspection and grading of all major farm commodities as a means of establishing and maintaining quality differentials; and (7) administration of numerous congressional regulatory acts to regulate marketing in order to guard against fraudulent, careless, and unfair practices.

In the conduct of its programs the Service procures office supplies, office furniture and machines; reproduction and mailing equipment, such as mimeograph, multilith, addressing, folding and embossing machines; special laboratory furniture, equipment and supplies; automobiles and light trucks; refrigeration and humidifying equipment; laboratory, scientific, and testing equipment, such as spectrophotometers, cameras, microscopes, balances, centrifuges, ovens, seed germination cabinets, dockage testers, colorimeters, precision sieves, metal marking dies and inserts, scales, blenders, special lined paper bags, trays and boxes. Construction requirements of this Service are sporadic and not extensive.

AGRICULTURAL RESEARCH SERVICE

The Agricultural Research Service conducts fundamental and applied research and demonstrations relating to: (1) improving the yield and quality of all crops and lowering the costs of production; (2) methods of managing soil, water, machinery, buildings and other farm resources; (3) harmful and beneficial insects; (4) the development of superior strains and types of farm livestock, poultry and domestic fur animals; (5) prevention and treatment of animal diseases and parasites; (6) processing and utilization of agricultural commodities and by-products; (7) agricultural chemistry and related physical sciences; (8) the development of methods for better household management, and better consumer use of food, fiber and other farm products. The Agricultural Research Service also conducts those control and regulatory programs of the Department which involve enforcement of plant and animal quarantines, meat inspection, the control of diseases and insect pests of animals, and plants, and related work.

In the conduct of its programs, the Agricultural Research Service procures office supplies and furniture; office machines such as typewriters, mimeographs, multoliths, calculators, and adding machines; special laboratory furniture and equipment; automobiles, light trucks, light farm type trailers, special laboratory type trail-

ers, farm tractors; all types of farm equipment such as harrows; discs, cultivators, mowers, grain drills, fertilizer drills, rotary tillers, cotton box transport trailers and cotton boxes, cotton ginning equipment; shop equipment such as lathes, drills, wood and metal working machinery; refrigerating and dehumidifying equipment; laboratory, scientific and testing equipment and supplies such as spectrophotometers, spectrographs, centrifuges, ultracentrifuges, electrophoresis apparatus, manometric Warburg apparatus; special equipment for radioactive work; cameras, microscopes, air conditioners, balances, ovens, seed germinating cabinets, colorimeters, scales and many other types of equipment for experimental and research work in the laboratories; hay, feed, seed and grain; tools of various types, cleaning materials and equipment; and construction materials such as sand, gravel, cement, lumber, steel shapes and forms, plumbing, heating and electrical supplies, paints and hardware, herbicides, insecticides and vaccines.

Construction requirements of this Service include greenhouses, insectaries, storage sheds and laboratory buildings; dock and harbor repairs, soil moisture tanks, chain link fences, roads, driveways, parking areas, pre-fabricated metal buildings, animal holding pens, well drilling, dismantling and erecting windmills, and moving of prefabricated buildings.

Sales are conducted for the disposal of passenger automobiles, trucks, tractors, all types of farm equipment and machinery, office machines, and equipment, and perishables such as grapefruit, nuts, corn, dairy products and livestock.

AGRICULTURAL STABILIZATION AND CONSERVATION COMMITTEES

Agricultural Stabilization and Conservation (ASC) State Committees are appointed by the Secretary under Authority of the Soil Conservation and Domestic Allotment Act. These Committees are subject to the general direction and supervision of the Administrator, Commodity Stabilization Service, and are generally responsible for carrying out the program of the Commodity Stabilization Service and Agricultural Conservation programs within their respective States. These Committees have a dual responsibility. In contacting the farmers of their respective areas and obtaining recommendations and suggestions in the formulation of programs, their responsibility is to the farm operators to provide programs and program provisions which will as nearly as possible fit the conditions prevailing. Recommendations of these State Committees are, to the extent feasible, incorporated in the National programs. These programs when formulated are turned back to the States for execution, and these Committees are thereafter

responsible to the Department for the efficient execution of such programs.

In carrying out their program responsibilities, the Agricultural Stabilization and Conservation (ASC) State Committees may purchase equipment items necessary for program needs, such as trucks, tractors, evacuators, grain driers, moisture meters, thermometers, dumpy levels, scales, etc.

COMMODITY EXCHANGE AUTHORITY

This agency administers the Commodity Exchange Act which requires supervision of futures trading in 22 commodities on 17 commodity exchanges. The major objectives are to prevent price manipulation and corners; prevent dissemination of false and misleading crop and market information affecting commodity prices; protect hedgers and other users of the commodity futures markets against cheating, fraud, and manipulative practices; insure the benefits of membership privileges on contract markets to cooperative associations of producers; insure trust-fund treatment of margin moneys and equities of hedgers and other traders and prevent the misuse of such funds by brokers; and provide information to the public regarding trading operations on contract markets.

In the performance of these activities, it is necessary to procure office furniture and supplies; office machines such as adding, calculating, and typewriters; and repair and maintenance service.

COMMODITY STABILIZATION SERVICE

The Commodity Stabilization Service is responsible for such agricultural commodity programs as: (1) production adjustment, including acreage allotments and farm marketing quotas; (2) price support and certain related disposal operations; (3) foreign supply; (4) foreign purchase; (5) stabilization of sugar production and marketing; (6) International Wheat Agreement; (7) procurement, handling, payment and related services on assigned purchase and export programs; (8) assigned defense food activities, and soil bank program and activities. This Service also administers the programs of the Commodity Credit Corporation - price support, storage facilities (granaries and related equipment), etc.

In connection with the administration of the programs described above, the Administrative Services Division of the Commodity Stabilization Service procures office supplies, office furniture and machines; reproduction and mailing equipment such as mimeograph, multilith, photocopy, addressing, folding, and graphotype

machines; special engineering and drafting equipment such as dumpy levels and special scales; automobiles and light trucks; grain bins; grain inspection items such as bin thermometers, grain triers, moisture meters, dockage testers, precision sieves, etc.; newspaper mat service; aerial photography; safekeeping equipment for security purposes; land measuring chains and wheels; cameras and other photographic equipment and supplies; tabulating machine accessory equipment such as card files, key punch desk files, etc., metal dies and plates, mail trucks, and dollies; and repair and maintenance services.

The Administrative Services Division also conducts sales of items of equipment which are being replaced by new equipment and other items of surplus personal property.

FARMER COOPERATIVE SERVICE

The Farmer Cooperative Service performs research, educational and service work of assistance to farmers of this country who belong to agricultural marketing, purchasing and service cooperatives. The Service conducts research studies and service activities on problems of management, financing, organization, policies, merchandising, costs, efficiency, and membership. It publishes the results of such studies, and works with cooperatives, the Extension Service, land-grant colleges, banks for cooperatives, State departments of agriculture, and other agencies to bring about a better understanding of cooperative principles and practices. The Service works closely with cooperatives to help farmers improve the operations of their business.

In the conduct of the program this Service procures office furniture and supplies; office machines such as adding, calculators and typewriters; and repair and maintenance service.

FARMERS HOME ADMINISTRATION

This Administration helps eligible farm operators, through loans and needed technical assistance on farming problems. Credit services include: (1) production and subsistence loans for purchase of equipment, feed, seed, fertilizer, livestock, and for other farm operating needs including family subsistence; (2) Direct Farm Ownership loans and loans made from private capital with repayment insured by the Government to buy or develop family-type farms and improve or enlarge farms to efficient levels; (3) Direct Soil and Water Conservation loans and funds advanced by private lenders and insured by the Government to individuals and groups of farmers to carry out measures for soil con-

servation, water development, conservation and use and farm drainage; (4) Emergency loans to enable farmers to continue normal operations in areas designated by the Secretary of Agriculture, which designations are made when natural calamities result in widespread production losses; and (5) Special livestock loans to help establish producers and feeders of cattle, sheep and goats maintain their normal livestock operations.

In the conduct of its programs, this Administration procures office supplies; office furniture; office machines, such as adding machines, calculators, typewriters, mimeograph and bookkeeping machines; obtains repair services for such machines; engineering and drafting equipment; office fixtures, such as venetian blinds, exhaust fans and lighting fixtures; services and building materials incident to improving office space; reproduction services, etc.

This Administration sells office machines and automobiles in connection with obtaining replacements, as well as office furniture and equipment which becomes unserviceable or surplus to the needs of the Government.

FEDERAL CROP INSURANCE CORPORATION

The Federal Crop Insurance Corporation provides farmers with insurance on their crops against essentially all production risks such as drought, excessive moisture, freeze, other weather hazards, insects, diseases, etc. This is a type of insurance protection not available from private sources. Being a new type of insurance, the program is still experimental and in the development stage. Insurance in a county is usually on one crop, such as wheat, cotton, tobacco, corn, flax, beans, barley and citrus fruits. Insurance is also being offered on combinations of crops.

Local representatives or agents sell and service the insurance in each county under the supervision of State directors. The State directors supervise all field activities, including loss adjustment.

Purchases necessary in the performance of the program include office furniture and supplies; office machines such as adding, calculating, and typewriting; deep bin probes, measuring wheels, weight per bushel testers, and grain dockagesieves, repair and maintenance services to equipment; etc.

FEDERAL EXTENSION SERVICE

The Federal Extension Service provides through the State and Territorial Land-Grant Colleges and Universities a nation-wide system of cooperative extension educational work to assist people in the practical application to their situations of agricultural, home economics and related information made available by research. To administer this program the Federal Extension Service provides administrative, policy and program leadership on over-all policies, relationships and program developments.

In the conduct of this program it is necessary to procure office furniture and supplies, office machines such as adding, calculating, typewriting, dictating and transcribing; visual aid equipment such as slidefilm projectors, and slide projectors; repair and maintenance services to such equipment, etc.

FOREIGN AGRICULTURAL SERVICE

This Service administers programs and policies relating to foreign agriculture and provides information and assistance to agencies of the United States Government, farm and industry groups, and the general public on world agricultural matters. It also administers the program for the development of markets abroad for American agricultural products. It collects, interprets, and distributes economic information on foreign production and consumption of farm products, competition for markets, and on policy matters affecting trends in production and consumption.

In the performance of these programs it is necessary to procure office furniture and supplies; office machines such as adding, calculators, and typewriters; repair and maintenance services to such equipment; etc.

FOREST SERVICE

This Service carries on three primary functions: (1) Protection, development, and use of land in national forests in the United States, Alaska, and Puerto Rico; and the management of land-utilization projects; (2) Cooperation with the States and private forest landowners to obtain better fire protection of forest lands and better forest practices of privately owned commercial timber lands, to encourage reforestation, and to stimulate development and management of State, county and community forests; and (3) forest research and range management research for all forest lands and related range to bring about better protection from fire, insects, and diseases, to increase productivity, and to facilitate

full utilization of forest, water, and range resources, and more profitable production of timber and forage. Included in these three primary functions are construction and maintenance of roads and trails, control of forest pests, protection against floods, land exchange, and a number of cooperative projects.

In the conduct of its programs, the Forest Service procures office supplies, furniture and machines including mimeograph, multilith, addressing, adding, calculating, bookkeeping machines; petroleum products such as gasoline, lubricating oil, fuel oil; building and construction supplies such as cement, structural steel, lumber, timber, culverts, sand and gravel; transportation equipment including automobiles, pickup, stake, and dump trucks, aircraft, and boats, radio equipment such as transmitters, receivers, voltmeters, test equipment, engineering, scientific and photographic equipment, such as transits, cameras, projectors, blueprint machines, drafting supplies, heavy equipment including tractors, graders, compressors, concrete mixers, truck-tractors, trailers, cranes; laboratory equipment and supplies such as microscopes, balances, centrifuges; barbed wire, binoculars, explosives, chemicals and insecticidal materials, hardware supplies, hand tools and machine tools, fire fighting tools, refrigerators, lookout towers, seed, fertilizer, paints, subsistence items, and parachutes; construction of buildings, roads, bridges; aerial photography, aerial spraying of insecticides for forest insect control, etc.

The Forest Service sells real and personal property determined to be either in the surplus or unserviceable category; such as telephone and power lines, small buildings, administrative sites, automotive and heavy equipment, office machines, various administrative articles, and salvage and scrap material.

RURAL ELECTRIFICATION ADMINISTRATION

This Administration administers two loan programs: (1) for rural electrification facilities and (2) for extension and improvement of rural telephone service. No field offices are maintained; however, there is a field staff of engineers, accountants and operations representatives who work with borrowers.

In administering this loan program the Administration buys office furniture and supplies, office machines such as adding, calculating and typewriting; drafting equipment and supplies; electronic equipment and supplies for testing and developmental purposes in the field of telephone, radio, and electric power, such as meters and other general electronic equipment.

SOIL CONSERVATION SERVICE

The Soil Conservation Service gives technical help to farmers and ranchers in the nation's many soil conservation districts. The service also administers the Department's up-stream flood prevention and watershed-protection programs as integral parts of the total soil and water conservation job and provides needed technical assistance to farmers who participate in the cost-sharing provisions of the Agricultural Conservation Program, and in providing technically adequate designs and specifications for the jobs undertaken.

In the conduct of its programs it is necessary to procure and distribute administrative type supplies such as stationery supplies, office machines, and office furniture; automotive and heavy equipment such as automobiles, trucks, tractors, trailers, graders, and farm implements; engineering and photographic equipment such as transits, cameras, motion picture and slide projectors, blueprints and drafting supplies and aerial photography.

Construction requirements of this Service include small dams, reservoirs, channels, silting basins, and other water use and control structures.

DEPARTMENT LIBRARY

The Library provides extensive library service to both the Washington and field staffs of the Department and serves as the National Agricultural Library. Established in 1862, with basic book collections dating back to 1839, its current resources comprise more than a million volumes on agriculture and related sciences and 22,000 current magazines and publications issued serially. The Library's services include direct loan of titles, routing of current magazines, photoprint and microfilm reproductions, answering of reference questions, and preparation of bibliographies.

In carrying on these activities, the Library buys books and periodicals; book binding services; office furniture and supplies; office machines such as adding, calculators, and typewriters; photoprinting and microfilming equipment and supplies; and library furniture and special library supplies.

OFFICE OF THE GENERAL COUNSEL

The office of the General Counsel performs all the legal work arising from the activities of the Department and represents the

Department in administrative proceedings for the promulgation of rules having the force and effect of law and in quasi-judicial hearings held in connection with the administration of various programs.

This Office buys office furniture and supplies; office machines such as adding, calculators, and typewriters; law books including Federal and State Reports, Codes, and Statutes; legal reference books and other legal publications; abstracts of title; and certificates of title.

OFFICE OF INFORMATION

The Office of Information directs, integrates, and coordinates information work with the Department's over-all basic planning, research, and action programs, including planning, formulating, and coordinating policies for agency information programs and operation. The work of the Office falls into three groups: Publications, which includes the management of the publications program of the Department, printing, and distribution of publications; Current Information, which includes press, radio and television materials; Visual, which includes exhibits, photographs, art and graphics, illustrations, and motion pictures.

In the conduct of these activities they purchase office furniture and supplies, office machines such as adding, calculators, and typewriters; photographic equipment and supplies for both motion picture and still picture work; motion picture services such as processing film, musical scores, and actors; services for slide film and film-strip production; miscellaneous materials and supplies, including paint, for producing exhibits; radio and television equipment and supplies; art and graphic supplies and services; repair and maintenance services, etc.

OFFICE OF PLANT AND OPERATIONS

Service Operations Division. This Division furnishes centralized services required by all agencies of the Department in Washington, D. C. including operation of the central Department telephone switchboard, telegraph office, post-office, and a supply and forms warehouse.

The Reproduction Section of this Division operates a Class B printing plant under authorization of the Congressional Joint Committee on Printing, and supplies agencies of the Department with offset printing, stencil reproduction, photocopying, copy preparation, bindery, addressing, mailing, and related services.

The Central Supply Section of this Division stores and issues stocks of stationery, blank forms, and office and common use supplies needed by all agencies of the Department, as well as certain scientific and technical laboratory equipment used by the Department's research branches. Stores items are largely obtained from the General Services Administration and purchasing by this Division from commercial sources is largely limited to Plant equipment and laboratory supplies.

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This pamphlet was prepared in the Procurement and Property Management Division, Office of Plant and Operations, United States Department of Agriculture, Washington 25, D. C.

